



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

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To: School Food Authority Administrators

From: Christine Emerson, Director
School Nutrition Programs



Re: Free and Reduced-Price School Meals Application

The following updated materials for households applying for free or reduced-price meals are available on the School Nutrition Programs website at www.opi.mt.gov/schoolfood/index.html in the School Programs Forms and Guidelines page. These forms are **required** to successfully administer the School Nutrition Programs. If you have trouble downloading any of these forms, please contact our office at (406) 444-2501.

The major changes include added questions and answers to the parent letter on:

- Need to complete a new application annually (#6)
- Deployed service members (#14)
- Additional sources of assistance (#15)

Required forms include:

- Public Release
- Letter to Households (*front and back*) and Instructions for Applying
- Free and Reduced-Price School Meals Application 2010-11 (*front and back*)
- Notice to Households of Approval/Denial of Benefits or Notice of Direct Certification
- Income Eligibility Guidelines 2009-10 (*use until further notice – see note below*)

Note: The continued delay of the publication of the poverty guidelines will impact the ability of schools and institutions participating in the School Nutrition Programs to make eligibility determinations after June 30, 2010 when the current IEGs usually expire. **In making eligibility determinations for the 2010-11 school year, schools and institutions should use the 2009-2010 IEGs to make such determinations until further notice.** Such determinations shall be effective for the certification period (i.e., from the date of approval through the remainder of the current school year and up to 30 operating days of the following school year).

Insert your district's specific information in the **[bold bracketed fields]**. If you make additional changes, you must submit them to the state agency for approval.

Each household that receives SNAP may be Directly Certified through participant reports provided by the Department of Public Health and Human Services. This report will be provided by OPI on a quarterly basis so schools can update their benefit issuance list as needed. *Use the Benefit Issuance List of SNAP Participants for all students determined on the basis of these reports. This document is IN PLACE of an application for the students on the list.* Eligibility determinations are valid for the entire school year.